

Retirement Investors' Club



403b – Progress Report

Today's agenda

- Who does what
- Employer's responsibilities
- How to enroll
- Old accounts



Who does what?



Who does what?

RIC's 403b plan is managed by 3 entities

- DAS (the State)
- planwithease.com® (the TPA)
- You (the employer)



Who does what?

What does DAS do?

- Establish and maintain plan
- Select and monitor providers and investments
- Provide program communications



Who does what?

DAS activities

Now	2009	Ongoing
Finalize Plan Document	Prepare and score RFP	Annually review investments
Enter into ISA's	Work with employers & employees on transition issue	Educate employees
Work with TPA		Monitor providers & TPA
Educate employers and employees		

Who does what?

What does the TPA do?

Common Remitter

- Receives contributions and payroll data
- Sends contributions and data to providers

planwithease.com®

- Approve distribution requests
- Approve loans, hardships, QDRO's
- Approve exchanges
- Maintain website with account information

Who does what?

What does the Employer do?

- Determine plan design
- Keep employees informed
- Process payroll deductions & W-2's
- Send funds and payroll data to Common Remitter
- Send demographic information to planwithease.com®



Who does what?

Employer activities

Now	2009	Ongoing
Submit documents to TPA	Send funds and data to TPA	Send funds and data to TPA
Prepare test files	Universal availability notices	Universal availability notices
Educate employees	Work with employees on transition issues	Educate employees
Decide plan design (adoption agreement coming)		

Employer responsibilities



Employer responsibilities

Payroll \$ and Data

- Send Common Remitter Employer Data Sheet
- Common Remitter will call you about the payroll file
- Send test file to Common Remitter – dummy data, no SSN's
- Money is sent by federal wire – ask your bank to waive fees
- Questions? call (866) 408-0658



Employer responsibilities

Demographics


- Send planwithease.com® (PWE) the Plan Provisions
- Program the demographics file
- Send test file to PWE – dummy data, no SSN's
- Send data on all employees or just on participants (universal availability notices)
- File needs to be sent whenever info changes
- Questions? call 866-499-3273



Employer responsibilities

Payroll deductions

- RIC's **Salary Reduction Form** is in provider enrollment kits.
- Employees should submit the SRF to you—you keep this form.
- You can accept provider SRF's during this transition period.
- DAS will put the SRF online in 2009 for use in making future payroll changes.

 look forward to retirement!

Iowa Department of Administrative Services
Retirement Investors' Club (RIC)
Salary Reduction Form

Personal Information

Name _____ Last _____ First _____ MI _____ Social Security # _____
Address _____ City _____ State _____
Telephone (work) _____ Telephone (home) _____ Zip _____
Employer Name _____ Employer Phone _____

Salary Reduction

Designate your pretax salary reduction		Designate your post-tax (Roth-if available) deduction	
AIG Retirement	\$ _____ /Check	AIG Retirement	\$ _____ /Check
Hartford Life	\$ _____ /Check	Hartford Life	\$ _____ /Check
Horace Mann	\$ _____ /Check	Horace Mann	\$ _____ /Check
ING	\$ _____ /Check	ING	\$ _____ /Check
Security Benefit	\$ _____ /Check	Security Benefit	\$ _____ /Check
TIAA-CREF	\$ _____ /Check	TIAA-CREF	\$ _____ /Check

Effective Date

☐ First Available Paycheck ☐ Paycheck effective date _____

Employer Contributions (if applicable)

☐ AIG Retirement ☐ Hartford Life ☐ Horace Mann
☐ ING ☐ Security Benefit ☐ TIAA-CREF

Employee Signature

I authorize my employer to reduce my salary as requested. I understand and agree to the terms and conditions of the Retirement Investors' Club (RIC). I have access to a Program Summary, a Provider Summary, and a Plan Document. I have contacted my selected provider and have opened an account. I understand that withdrawals may only be made upon termination of covered employment or if I am eligible for one of the 403b approved in-service withdrawals stipulated by my employer's plan. I understand that the maximum amount of salary reduction may not exceed the federal limits required by Internal Revenue Code section 403(b).

Signature Date _____

Advisor Information (not required for existing accounts or online provider enrollment)

I certify that I am authorized by this provider to open accounts for RIC participants. The participant has completed the provider's paperwork to open an account.

Print Advisor's Name _____ Advisor's Signature _____
Phone Number _____ Date _____

Instructions

For access to the Program Summary, a Provider Summary, and the Plan Document, go to <http://das.hrs.iowa.gov/ric.html>. Please give this form to the person responsible for your payroll.

State of Iowa Retirement Investors' Club • Iowa Department of Administrative Services
Human Resources Enterprise • 1305 E. Walnut • Hoover Building, Level A • Des Moines, IA 50319
<http://das.hrs.iowa.gov/ric.html>

Created 06/11/05



Employer responsibilities

Payroll Deductions

- Elective pretax deferrals—Box 12, Code E
- Designated Roth deductions—Box 12, Code BB, include in income Boxes 1, 3, & 5
- Employer contributions—Box 14 (optional)
- Check box 13, retirement plan

22222		a Employee's social security number		OMB No. 1545-0008							
b Employer identification number (EIN)			1 Wages, tips, other compensation		2 Federal income tax withheld						
c Employer's name, address, and ZIP code			3 Social security wages		4 Social security tax withheld						
			5 Medicare wages and tips		6 Medicare tax withheld						
			7 Social security tips		8 Allocated tips						
d Control number			9 Advance EIC payment		10 Dependent care benefits						
e Employee's first name and initial Last name Suff.			11 Nonqualified plans		12a						
			13 <input type="checkbox"/> Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay		12b						
			14 Other		12c						
					12d						
f Employee's address and ZIP code											
15 State Employer's state ID number		16 State wages, tips, etc.		17 State income tax		18 Local wages, tips, etc.		19 Local income tax		20 Locality	

Form **W-2** Wage and Tax
Statement

2008

Department of the Treasury—Internal Revenue Service

Employer responsibilities

Employee education

Basics for employees

- 2009 Provider Summary
- Program Summary
- RIC Website
- Recorded seminar
- Live seminars



Employer responsibilities

Plan Design

You designate what options to offer in Adoption Agreement (coming soon)

Roth account.....

Participant Education.....

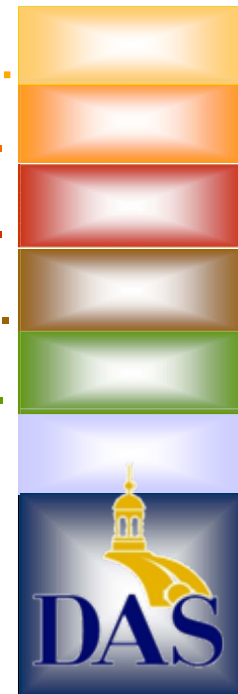
Loans & Hardships.....

Transfers & exchanges.....

Employer contributions.....

Eligibility rules.....

State 403b plan platform



How do employees enroll?



Enrollment

Options

- Call current advisor – ask if the advisor has been appointed and received enrollment packets from any of the 6 providers
- Call a provider – ask for an enrollment packet or the name of a local advisor
- Online enrollment (TIAA-CREF only at this point)
- Once enrolled – participant sends provider its form and gives the employer the SRA (TIAA-CREF exception)

Enrollment

Advisors

- Providers determine who to appoint.
- Ask a provider or check our website for a current list of advisors.
- More advisors may be added in the future.



Enrollment

The RIC Provider Summary gives sample questions to ask providers



Ask the provider...

- How do I enroll in the 403b program?
- Will a representative meet with me, explain investments & help with paperwork?
- Why should I choose your firm over the other 5 providers?

Ask yourself...

- Was contacting someone easy?
- Does selecting investments & opening a new account sound easy?
- Was the staff and product information helpful?

look forward to retirement!

Retirement Investors' Club (RIC)

403b 2009 Provider Summary

RIC 403b 2009 Investment Providers have all the investment information & applications you need to choose your investments & get your payroll deduction started. To choose a provider, call the providers and ask about their products & services (see sample questions below). In general, a good investment product should include diversified fund options, competitive returns, quality customer service, low administrative cost, and flexible distribution options.

	AIG Retirement	The Hartford	Horace Mann	ING	SECURITY BENEFIT	FINANCIAL SERVICES FOR THE GREATER GOOD®
Phone	819-267-1099 800-892-8888 x 88700	800-426-2821 ext 47636	800-999-1030	800-888-1970 519-498-7973	800-747-5164 ext 2403	800-642-2776
Website	www.aigretirement.com	www.hartfordretirement.com	www.horacemannretirement.com	www.ingretirement.com	www.securitybenefit.com	www.financialservicesforthebetter.com
Credit Rating	A+	A+	A+	A+	A+	A+
Product Name	Profile	Profile	Profile	Profile	Profile	Profile
Investment Options	Fixed Rate Account 50 Variable Rate Funds	Fixed Rate Account 23 Variable Rate Funds	Fixed Rate Account 24 Variable Rate Funds	Fixed Rate Account 25 Variable Rate Funds Cash/Brokered Brokerage Options	Fixed Rate Account 24 Variable Rate Funds Cash/Brokered Brokerage Options	Fixed Rate Account 23 Variable Rate Funds
Investment Planning Tools	Online Portfolio Account Aggregation	Shareings for Guidance	Account Aggregation Online Planning Software	Investment Wizard Financial Calculators Online Plan for Profit	Shareings for Online Calculators Financial Calculators Investment Wizard	Calculators Plan for Profit Financial Planning Shareings for Online Advice
Restrictions	None	None	None	None	None	None
Account Information	24/7 phone & internet access Quarterly statements	24/7 phone & internet access Quarterly statements	24/7 phone & internet access Quarterly statements	24/7 phone & internet access Quarterly statements	24/7 phone & internet access Quarterly statements	24/7 phone & internet access Quarterly statements
Options at Retirement	Flexible payment options no penalties or restrictions	Flexible payment options no penalties or restrictions	Flexible payment options no penalties or restrictions	Flexible payment options no penalties or restrictions	Flexible payment options no penalties or restrictions	Flexible payment options no penalties or restrictions

Ask the provider...

- How do I enroll in the 403b program?
- Will a representative meet with me, explain investments & help with paperwork?
- Why should I choose your firm over the other 5 providers?

Ask yourself...

- Was contacting someone easy?
- Does selecting investments & opening a new account sound easy?
- Was the staff and product information helpful?

See the reverse side for a list of investment options

What happens to old accounts?



Inactive accounts

- Participants may leave their accounts with their inactive providers
- No further contributions will be sent to the inactive providers after December 2008
- If inactive providers comply, assets may move to the active providers (penalties may apply)
- Active providers will help you request a transfer from the old provider
- Rollovers to IRA's are not allowed unless you terminate employment or reach age 59 1/2



Inactive accounts

Information Sharing Agreements

- You should send letter requesting cooperation
- DAS will send ISA's out to deselected providers
- If they don't sign, we will send a "good faith notice" requesting they contact the employer before processing transactions
- You don't need to sign an ISA for the interim period unless you have someone trying to move money now

Reminders

- Complete TPA forms – Plan Provisions and Common Remitter Data Sheet
- Prepare demographics and payroll files for TPA
- Remind employees to make their selections
- Adopt plan document (coming soon)



Remember!

If you still have questions...

- Contact the providers



- Contact us through the RIC website
www.das.hre.iowa.gov/ric.html
- Call the RIC office at 515-281-0569
- Email me jennifer.sandusky@iowa.gov